

## Gallery Committee Duties

- Review the City Hall Gallery Info Sheet and Loan Agreement each year and send changes to SAC staff
- Facilitate the Call to Artists:
  - Work with the Marketing subcommittee to publicize the Call to Artists and create quarter sheets for Library to hand out
  - Update Call to Artists form via Google Drive and send to Library liaison with Press release so city can release it to the public through the website
  - Prepare an online review for Submissions and send it to Liason after the Call to artists application deadline has passed. The liaison will distribute to SAC members for scoring applicants.
  - After all members of the SAC have voted or the deadline to do so has passed, the Gallery chair collects scores and compiles the winners into a spreadsheet.
  - In the September meeting, present the list of artists to offer shows to and go over any concerns or additions. All SAC members have a say in who is offered a show.
  - Create Gallery Schedule/Calendar based on artist availability (work with Youth Gallery Chair for creating/maintaining Calendar
  - Email all applicants letting them know if they have been selected or not by the deadline that was set. Let the selected artists know what month they have been scheduled for and ask them to accept by a specific date.
- Coordinate with selected artists to schedule dates for take-down and installation of artwork and collect info to send to Marketing chair for posters and the Art Walk chair to share info with Emerald Art Center (Should be done 4-6 weeks ahead of Artist Reception)
- Help distribute Poster created by marketing
- Collect filled out Loan Agreement from Artists at the time of installation and give to Liaison for signature. The Liaison is responsible for obtaining a video record of Artwork after installation.

- Collect Artist signature on Loan agreement at the time of de-installation.
- Work with SAC volunteers to assist with artwork take-down and installation of Artists
- Be a point person for specific questions about the gallery (SAC staff liaison will refer questions)
  
- Be there for artists during Art Reception when possible and help set up (put out signage and flags, set up table with comments sheet and volunteer applications, help keep count of foot traffic using clicker)
- Be a point person for any issues regarding the gallery (examples: Art info tags that have fallen down, damaged or stolen artwork, complaints about artist or art, ext. )
- Keep Gallery Wall and Cases Clean
- Acquire and maintain any supplies needed for the Gallery via Gallery Budget (examples: Tape, Tools, Velcro, Wall hooks, ext.)
- Maintain Gallery Binder and collect signed/scanned Loan agreements